

Department of State

Personal Identification Card Policy and Procedures

BUREAU OF DIPLOMATIC SECURITY Domestic Operations



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Department of State
PERSONAL IDENTIFICATION CARD POLICY AND PROCEDURES

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Revision 1.4	13 September 2010	Added change record page.
Revision 1.4	13 September 2010	Revised paragraph 1 to clarify the uses of the card.
Revision 1.4	13 September 2010	Corrected DSIS Columbia Plaza address in paragraph 3.1.
Revision 1.4	13 September 2010	Revised paragraphs 8 through 10 to clarify DoS Personal ID Card renewal; reissuance due to compromise, loss, or theft; and reissuance due to inoperability/damage.
Revision 1.4	13 September 2010	Revised paragraph 14 to clarify DoS Personal ID Card return procedures and reflect the discontinuation of form DS-8A.
Revision 1.4	13 September 2010	Revised paragraph 15 to clarify the criteria for denial or non-renewal of DoS Personal ID Cards.

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1. INTRODUCTION

This publication describes the requirements for the issuance of Department of State (DoS) Personal Identification Cards (Personal ID Cards) for access to domestic DoS facilities. The DoS will issue a separate Public Key Infrastructure (PKI) token card for PKI Biometrics for Logical Access Development Execution (BLADE) until the system upgrades are in place to allow use of the DoS Personal ID Cards for PKI/BLADE. The Bureau of Diplomatic Security (DS) will phase the program in at overseas posts in the future and post current program information on this Web site as the program continues.

2. ELIGIBILITY

The DoS will issue DoS Personal ID Cards to government and contractor employees who work at DoS facilities on a full or part-time basis and require frequent and recurring access to DoS facilities or information systems. The DoS defines frequent and recurring access as visits that occur eight or more times per month. Non-U.S. citizens are eligible with a written request letter from a sponsoring office.

3. APPLICATION SERVICES

Domestic Operations will issue DoS Personal ID Cards in the following circumstances:

- A. New issuances
- B. Existing employees (phase-in of new cards)
- C. Lost, stolen, compromised, or damaged cards
- D. Personal identity or security clearance change
- E. Renewals

3.1. DSIS DOS PERSONAL IDENTIFICATION CARD SERVICE LOCATIONS

In Washington, DC, DSIS provides DoS Personal ID services in two locations:

Government employees: Harry S Truman Building (Main State)
Room B266
2201 C Street, NW
Washington, DC 20520
Hours of Operation: Weekdays — 9 a.m. to 4 p.m.

All others: Columbia Plaza
520 23rd Street, NW
Washington, DC 20037
Hours of Operation: Weekdays — 9 a.m. to 4 p.m.

4. ACCEPTABLE APPLICANT IDENTIFICATION

All applicants must present two forms of identity source documents in their original form. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 1115-0136, Employment Eligibility Verification. At least one document must be a valid State or Federal government picture identification (ID), not expired (see Attachment 1).

The DoS will refuse an identity source document that does not reasonably represent the applicant presenting it. For example, the DoS will reject identification that is mutilated, faded, or aged to

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an extent that precludes a determination that the applicant presenting the identification matches the visual representation, or the applicant information on the identification is unreadable,.

5. ADDITIONAL REQUIREMENTS FOR VENDORS

In addition to the identification requirements of paragraph 4, the sponsoring DoS office must provide a memorandum to the Division Chief, Security Support Division, Office of Domestic Facilities Protection (DS/DO/DFP/SSD) justifying the issuance of a DoS Personal ID Card. Vendors are defined as UPS, FedEx, supply company, water company, and small couriers. The Office Director will then approve or disapprove the request.

6. SECURITY BRIEFING REQUIREMENT FOR CLEARED EMPLOYEES

Before receiving a DoS Personal ID Card, all DoS personnel possessing a national security clearance must attend a mandatory security briefing. Diplomatic Security, Office of Information Security, Programs Applications Division (DS/IS/APD) will provide attendees with a memorandum confirming their attendance to present to the DSIS office. DS/IS/APD publishes the DoS Security Briefing Schedule via Department Notices.

7. PROCEDURES FOR INITIAL ISSUANCE OF DOS PERSONAL IDENTIFICATION CARDS

7.1. DOS GOVERNMENT EMPLOYEES (GS, FS, PSC, AND WAE) WITH A VALID SECURITY CLEARANCE

- A. An authorized DoS government enrollment sponsor (Human Resources Office designated as a DoS hiring authority) must complete and sign an original form DS-1838, Version 02-2010 (DoS Request for Building Pass Identification Card). The DS-1838 is valid for five business days after the date the sponsor signed the form.
- B. The applicant must hand carry the original DS-1838 and a Security Briefing Memorandum certified by DS/IS/APD to the DSIS office located in room B-266 of the Harry S Truman building, telephone number (202) 647-0316.
- C. All DoS employees must possess a valid security clearance, or a “No Objection” clearance granted prior to the issuance of a DoS Personal Identification Card. Employees processed by the Bureau of Diplomatic Security for assignment to specifically designated Sensitive But Unclassified (SBU) positions receive “No Objection” designations. Employees without a security clearance, or No Objection designation must obtain a waiver from the Bureau of Diplomatic Security, Office of Security Infrastructure, Office of Personnel Security and Suitability (DS/SI/PSS).
- D. DSIS personnel will verify the employee’s clearance is current before issuing a DoS Personal Identification Card. If DSIS cannot confirm an employee’s clearance at the time of issuance, DSIS cannot process the application.
- E. To determine the status of a security clearance contact: DS/SI/PSS at (571) 345-3700.

7.2. DOS CONTRACTOR EMPLOYEES

The DoS has many contractor employees requiring access to DoS facilities and information systems, each having unique vetting processes and varied points of entry into the DoS organization. The following paragraphs serve to identify these contractor employees based on their level of vetting, point of entry into the DoS, and physical/logical access needs. Attachment 2 summarizes this information and provides a paragraph reference for each type of contractor employee.

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7.2.1. DOS CONTRACTOR EMPLOYEES WITH A VALID NATIONAL SECURITY CLEARANCE, PUBLIC TRUST DETERMINATION, OR NO OBJECTION DESIGNATION

- A. Refer to paragraph 7.2.1.1 for contractor employees possessing a Personnel Security Clearance requiring DoS Personal ID Cards when contract performance requires contractor employees to:
 - 1. Perform on-site in domestic facilities (i.e., facilities located in the U.S., its territories, or possessions); or
 - 2. Access DoS information systems, on-site or remotely. This includes contractor employees who only access DoS information systems from a remote location where Smartcard logon is a requirement; and
 - 3. Possess a personnel security clearance.
- B. Refer to paragraph 7.2.1.2 for contractor employees possessing National Security Investigations/Public Trust Determinations requiring DoS Personal ID Cards on contracts designated as sensitive but unclassified (SBU) or classified, where the DoS conducts all investigations for personnel security clearances or public trust determinations and contract performance requires contractor employees to:
 - 1. Perform on-site in domestic facilities (domestic facilities are those facilities located in the U.S., its territories, or possessions); or
 - 2. Access DoS information systems, on-site or remotely. This includes contractor employees that only access DoS information systems from a remote location where Smartcard logon is a requirement; and
 - 3. Possess a DoS personnel security clearance or DoS public trust determination.

7.2.1.1. CONTRACTOR EMPLOYEES POSSESSING A PERSONNEL SECURITY CLEARANCE

- A. To obtain DoS Personal ID, the contractor must submit the following documents to the Bureau of Diplomatic Security, Office of Information Security, Industrial Security Division (DS/IS/IND):
 - 1. A Visitor Authorization Request (VAR) in accordance with paragraph 7.2.1.1 B;
 - 2. The contractor employee's Joint Clearance and Access Verification System (JCAVS) Person Summary. Facility Security Officers (FSO) may obtain and print the JCAVS Person Summary using their Joint Personnel Adjudication System (JPAS) account; and
 - 3. Information for personal identity verification in accordance with Homeland Security Presidential Directive-12 (HSPD-12); Office of Management and Budget (OMB) guidance M-05-24; and Federal Information Processing Standards Publication (FIPS PUB) 201-1, in accordance with paragraph 7.2.1.1 D.
- B. The Visitor Authorization Request must contain the following information:
 - 1. Contractor employee's full name, Social Security number, date of birth, and place of birth (state or country);
 - 2. Contractor's company name and address;

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3. Contractor employee's security clearance level;
 4. Date the clearance was granted and date of investigation;
 5. Name of the contractor's FSO;
 6. Contracting Officer's Representative (COR); and
 7. Contract number.
- C. The DoS requires that VAR submissions occur annually and must not exceed a 12 month authorization. Contractors may submit annual renewal VARs for subsequent years (post-identity proofing) by fax to (571) 345-3000.
- D. For Personal Identity Verification, the contractor must provide the following:
1. A passport type photograph of the contractor employee. The passport type photograph must meet the requirements set forth by the DoS, Bureau of Consular Affairs. Specifications are posted at <http://travel.state.gov>.
 2. Two forms of identification as described in paragraph 4.
 - The documents must be color scanned in their original size at not less than 200 dpi and printed on bright white paper.
 3. Two full sets of fingerprints. Contractors must use FBI fingerprint card FD-258 (Rev. 5-11-99) for fingerprint submissions.
- E. Due to the sensitivity of the identity documents included in the submission for the initial issuance of DoS Personal ID, the contractor must send the documents via a delivery service such as FedEx, UPS, DHL, etc. **Do not** send via the United States Postal Service. Deliver to:
- U.S. Department of State
ATTN: DS/IS/IND - VAR
1801 North Lynn Street
SA 20, 13th Floor
Rosslyn, VA 22209
- F. When notified by DS/IS/IND, the contractor must instruct the contractor employee to hand-carry the following required documentation to the appropriate DS issuance office:
1. DS-1838, Request for Building Pass Identification Card;
 2. Security Briefing Memorandum (see paragraph 6); and
 3. The original two forms of identification presented in paragraph 7.2.1.1 D.
- 7.2.1.2. CONTRACTOR EMPLOYEES POSSESSING NATIONAL SECURITY INVESTIGATION/PUBLIC TRUST DETERMINATIONS CONDUCTED BY DOS**
- A. To obtain DoS Personal ID, the contractor must submit the following documents to the Bureau of Diplomatic Security, Office of Information Security, Industrial Security Division (DS/IS/IND).
1. For U.S. citizen employees:
 - The SF85P and SF85P-S Questionnaire for Public Trust Positions; or the SF86 for National Security Positions, as applicable. The contractor

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employee must use the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP);

- Two full sets of fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99);
- DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports. Contractors may obtain this form from DS/IS/IND via mail or facsimile;
- e-QIP generated Investigation Request and Certification;
- e-QIP generated Authorization for Release of Information;
- e-QIP generated Authorization for Release of Medical Information; and
- Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport.

2. For non-U.S. citizen employees:

- Non-U.S. citizens without U.S. issued Social Security numbers (SSN) cannot submit the standard forms SF85P, or SF85PS using the e-QIP. Contractor employees without SSNs must submit the required questionnaires in original paper form to DS/IS/IND. Foreign nationals must provide information concerning the visa used for entry to the United States (visa number, issuance location, issuance date) in the "Continuation Space" on the background investigation form;
- Acceptable Department of Homeland Security credentials that prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.

B. For Personal Identity Verification, the contractor must provide the following:

1. A passport type photograph of the contractor employee. The passport type photograph must meet the requirements set forth by the DoS, Bureau of Consular Affairs. Specifications are posted at <http://travel.state.gov>;
2. Two forms of identification as described in paragraph 4.
 - The documents must be color scanned in their original size at no less than 200 dpi and printed on bright white paper.

C. Due to the sensitivity of the identity documents included in the submission for the initial issuance of DoS Personal ID, the contractor must send the documents via a delivery service such as FedEx, UPS, DHL, etc. **Do not** send via the United States Postal Service. Deliver to:

U.S. Department of State
ATTN: DS/IS/IND - VAR
1801 North Lynn Street
SA 20, 13th Floor
Rosslyn, VA 22209

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- D. When notified by DS/IS/IND, the contractor must instruct the contractor employee to hand-carry the following required documentation to the appropriate DS enrollment/issuance office:
1. DS-1838, Request for Building Pass Identification Card;
 2. Security Briefing Memorandum for cleared contractor employees (see paragraph 6); and
 3. The original two forms of identification presented in paragraph 7.2.1.2 B.

7.2.2. UNCLEARED CONTRACTOR EMPLOYEES

- A. Refer to paragraph 7.2.2.1 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in DoS facilities in Washington, DC and the surrounding metropolitan area;
 2. Access DoS information systems; and
 3. The contract does not require a national security investigation or public trust determination.
- B. Refer to paragraph 7.2.2.2 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in a remote, non-Washington, DC metropolitan area facility;
 2. Access DoS information systems; and
 3. The contract does not require a national security investigation or public trust determination.
- C. Refer to paragraph 7.2.2.3 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in a Washington, DC metropolitan area domestic facility;
 2. Does not require access to DoS information systems, on-site or remotely; and
 3. The contract does not require a national security investigation or public trust determination.
- D. Refer to paragraph 7.2.2.4 for uncleared contractor employees requiring DoS Personal Identification on contracts that require contractor employees to:
1. Perform on-site in a remote, non-Washington, DC metropolitan area domestic facility;
 2. Does not require access to DoS information systems, on-site or remotely; and
 3. The contract does not require a national security investigation or public trust determination.

7.2.2.1. CONTRACTOR EMPLOYEES — WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL/LOGICAL ACCESS

- A. To obtain DoS Personal Identification, the contractor employee must appear in person at the Diplomatic Security Identification Services (DSIS), Columbia Plaza, 520 23rd Street NW, Washington, DC, telephone (202) 663-3093, with the listed documents in their original form:

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1. DS-1838, Request for Building Pass Identification Card signed by an authorized DoS government sponsor (good for five business days from date of signature);
 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials that prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the contractor must provide two forms of identification as described in paragraph 4.
- C. For initial issuance of DoS Personal ID, DSIS will perform a suitability check of the contractor employee. The conduct of this check takes approximately five days. For the initial suitability check, the contractor employee must provide the following:
1. A completed and signed SF-85P, Questionnaire for Public Trust Positions; and
 2. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports.
- D. DSIS will collect a full set of the applicant's fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- E. While waiting for the initial approval from DoS, the contractor employee (U.S. citizens only) must complete and submit the SF-85P Questionnaire for Public Trust Positions using the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP). The electronic submission is necessary for the conduct of a National Agency Check conducted by DS/SI/PSS.
- F. DoS will notify the contractor employee of the results of the initial suitability check. If the check is favorable, the contractor employee must again appear in person for issuance of DoS Personal ID. At issuance, the contractor employee must present the following documentation:
1. The original two identity documents provided in paragraph 7.2.2.1 B;
 2. e-QIP generated Investigation Request and Certification (U.S. citizens only);
 3. e-QIP generated Authorization for Release of Information (U.S. citizens only); and
 4. e-QIP generated Authorization for Release of Medical Information.
- 7.2.2.2. CONTRACTOR EMPLOYEES — DOMESTIC DOS FACILITIES, NON-WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL/LOGICAL ACCESS**
- A. To obtain DoS Personal ID, the contractor employee must appear in person at the designated Field Issuance Office with the listed documents in their original form:
1. Original DS-1838, Request for Building Pass Identification Card signed by the Regional Director or Special Agent in Charge (good for five business days from date of signature);

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2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials that prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the contractor must provide two forms of identification as described in paragraph 4.
- C. The Site Security Manager, or Unit Security Officer at the designated Field Issuance Office will obtain the following from the contractor employee:
1. A digital photograph of the contractor employee with a resolution of 300 dpi in .jpg format, and the size of 3.5cm x 3.5cm (1 3/8" x 1 3/8") on a light-blue background;
 2. A completed and signed SF-85P, Questionnaire for Public Trust Positions;
 3. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports; and
 4. Full set of fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- D. For initial issuance of DoS Personal ID, DoS will perform a suitability check of the contractor employee. The conduct of this check takes approximately five days.
- E. While waiting for the initial approval from DoS, the contractor employee (U.S. citizens only) must complete and submit the SF-85P Questionnaire for Public Trust Positions using the Office of Personnel Management's (OPM) Electronic Questionnaire for Investigations Processing (e-QIP). The electronic submission is necessary for the conduct of a National Agency Check conducted by DS/SI/PSS.
- F. DoS will notify the contractor employee of the results of the initial suitability check. If the check is favorable, the contractor employee must again appear in person at the designated Field Issuance Office for issuance of the DoS Personal ID. At issuance, the contractor employee must present the following documentation:
1. The original two identity documents as required in paragraph 7.2.2.2 B;
 2. e-QIP generated Investigation Request and Certification (U.S. citizens only);
 3. e-QIP generated Authorization for Release of Information (U.S. citizens only); and
 4. e-QIP generated Authorization for Release of Medical Information.

7.2.2.3. CONTRACTOR EMPLOYEES — WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL ACCESS ONLY

- A. To obtain DoS Personal ID, the contractor employee must appear in person at the Diplomatic Security Identification Services (DSIS), Columbia Plaza, 520 23rd Street NW, Washington, DC, telephone (202) 663-3093 with the listed documents in their original form:

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1. DS-1838, Request for Building Pass Identification Card signed by an authorized DoS government sponsor (good for five business days from date of signature);
 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials that prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the contractor must provide two forms of identification as described in paragraph 4.
- C. For issuance of DoS Personal ID, DoS will perform a suitability check of the contractor employee. The conduct of this check takes approximately five days. For the suitability check, the contractor must provide the following:
1. A completed and signed SF-85P, Questionnaire for Public Trust Positions; and
 2. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports.
- D. DSIS will collect a full set of the applicant's fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- E. DoS will notify the contractor of the results of the suitability check. If the check is favorable, the contractor employee must again appear in person for issuance of DoS Personal ID. At issuance, the contractor employee must present the original two identity documents provided in paragraph 7.2.2.3 B.

7.2.2.4. CONTRACTOR EMPLOYEES — DOMESTIC DOS FACILITIES, NON-WASHINGTON, DC METROPOLITAN AREA — REQUIRING PHYSICAL ACCESS ONLY

- A. To obtain DoS Personal ID, the contractor employee must appear in person at the designated Field Issuance Office with the listed documents in their original form:
1. DS-1838, Request for Building Pass Identification Card signed by the Regional Director or Special Agent in Charge (good for five business days from date of signature);
 2. Original proof of U.S. citizenship, such as an original or certified copy of a U.S. birth certificate, an original or certified certificate of naturalization, an original or certified certificate of citizenship (Form N-550), Consular Report of Birth Abroad (Form FS-240, FS-545, or a DS-1350), or a valid U.S. passport;
 3. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials that prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- B. For Personal Identity Verification, the contractor must provide two forms of identification as described in paragraph 4.
- C. The Site Security Manager, or Unit Security Officer at the designated Field Issuance Office will obtain the following from the contractor employee:

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1. A digital photograph of the contractor employee with a resolution of 300 dpi in .jpg format, and the size of 3.5cm x 3.5cm (1 3/8" x 1 3/8") on a light-blue background;
 2. A completed and signed SF-85P, Questionnaire for Public Trust Positions; and
 3. DoS Form DS-4002, Disclosure and Authorization Pertaining to Consumer Reports.
- D. DSIS will collect a full set of the applicant's fingerprints using an electronic device, or two full sets of inked fingerprints on FBI fingerprint card FD-258 (Rev. 5-11-99).
- E. For issuance of a DoS Personal ID, DoS perform a suitability check of the contractor employee. The conduct of this check takes approximately five days.
- F. DoS will notify the contractor of the results of the suitability check. If the check is favorable, the contractor employee must again appear in person at the designated Field Issuance Office for issuance of DoS Personal ID. At issuance, the contractor employee must present the original two identity documents required in paragraph 7.2.2.4 B.

7.2.3. CONTRACTOR EMPLOYEES — TRAVELING TO DOS LOCATIONS OVERSEAS

- A. Contractor employees must submit the appropriate documentation to obtain DoS Personal ID as specified in the contract. Overseas, the Regional Security Office (RSO) will issue DoS Personal ID.
- B. Contractor employees traveling to overseas DoS facilities from domestic locations must have two forms of identification as described in paragraph 4 available upon arrival at post overseas.
- C. Non-U.S. citizen employees must provide acceptable Department of Homeland Security credentials that prove immigrant status or employment authorization. See Attachment 3 for a list of acceptable documents.
- D. The contractor must return all DoS Personal ID to the RSO upon separation of the employee, expiration or termination of the contract, or as directed by the RSO.

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7.3. OTHER U.S. GOVERNMENT AGENCY PERSONNEL

7.3.1. PERSONNEL WITH A VALID SECURITY CLEARANCE

- A. The DoS sponsor responsible for the U.S. government employee informs the employee's agency to submit their security clearance information to DS/SI/PSS at least five working days before the required issuance date.
- B. The DoS sponsor must complete a form DS-1838. The DS-1838 is valid for five business days after the date of the sponsor's signature.
- C. Prior to issuance of DoS Personal ID, the DoS will verify an employee's identity in compliance with Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201. For PIV purposes, the employee must provide two forms of identification as described in paragraph 4.
- D. For questions regarding the passing of security clearances contact the DS Certification Unit at DSPSSCertTeam@state.gov voice: (571) 345-3700; Fax: (571) 345-3150.
- E. Other U.S. government employees, or contractor employees that do not possess a valid personnel security clearance are not eligible for DoS Personal Identification.

7.4. MEMBERS OF THE PRESS

Pursuant to DoS regulations in, Section 1, 22 CFR 9b, the Bureau of Public Affairs, Office of Press Relations located in Room 2109, Main State, telephone number (202) 647-2492 will process all requests for the issuance of DoS Personal ID Cards to media correspondents. Members of the press must submit the DS-1838 and DSP-97 (USDOS building access application, rev. 03-1998), a letter from their press organization, embassy letter (foreign press), two forms of identification as described in paragraph 4, and a request memorandum from the Bureau of Public Affairs to the DSIS office, Columbia Plaza, 520 23rd Street NW, Washington, DC.

8. RENEWAL OF DOS PERSONAL ID CARDS

8.1. GOVERNMENT AND CLEARED CONTRACTOR EMPLOYEES

DoS government or contractor employees who require renewal of a DoS Personal ID must provide:

- A. The expiring DoS Personal ID requiring renewal;
- B. Two forms of identity source documents as described in paragraph 4;
- C. A signed DS-1838.

The DSIS will re-verify clearances and building access suitability status before replacing the DoS Personal ID Card. DSIS will then verify the applicant's biometrics against the biometrics on the card (fingerprints and photograph). Note that a "cleared" government/contractor employee possesses a national security clearance, or public trust determination.

8.2. UNCLEARED CONTRACTOR EMPLOYEES

Uncleared contractor employees who require a DoS Personal ID renewal must follow the guidelines for initial issuance of DoS Personal ID in accordance with paragraph 7.2.2. Applicants may apply for DoS Personal ID Card renewals within six months of the card's expiration date.

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8.3. WHEN TO RENEW

Applicants may apply for DoS Personal ID Card renewals within six months of the card's expiration date. *Once the DoS Personal ID Card has expired, the applicant must undergo the entire enrollment and issuance process.*

9. REQUIREMENTS FOR REISSUANCE OF COMPROMISED, LOST, OR STOLEN DOS PERSONAL ID CARDS

DoS applicants requiring reissuance of a DoS Personal ID Card due to compromise, loss, or theft of their ID card must undergo the entire registration and issuance process. Applicants must:

- A. Provide two forms of identity source documents as described in paragraph 4;
- B. A signed DS-1838;
- C. Immediately report lost or stolen identification by calling the Security Control Center at (202) 647-4418 during duty hours, 7:00 a.m. through 5:00 p.m. EST or (202) 647-0099 after duty hours. Additionally, the ID card holder must also report lost or stolen identification to their Regional Security Officer (RSO) or Unit Security Officer (USO);
- D. If the DoS Personal ID Card holder suspects the theft of his/her DoS Personal ID Card occurred outside of the DoS, the holder must report the theft to the police department in that jurisdiction. For a theft suspected to have occurred on DoS property, the holder must notify DS/DO, the RSO, or USO;
- E. The employee must submit a letter through his/her supervisor explaining the loss or theft of the DoS Personal ID Card and the steps taken to recover the identification. The holder must provide a copy of this letter to DS/DO, and the RSO, or USO before reissuance of their DoS Personal ID Card.

The DSIS will re-verify clearances and building access suitability status before replacing the DoS Personal ID Card. DSIS will then verify the applicant's biometrics against the biometrics stored in the Identity Management System (IDMS) to include the applicant's fingerprints and photograph. Failure to match an applicant to the stored biometric will require the capture and submission of the applicant's fingerprints to the Federal Bureau of Investigation to conduct a National Criminal Fingerprint History check and favorable adjudication of the check before reissuing the credential.

Uncleared contractor employees who require a DoS Personal ID reissuance must follow the guidelines for initial issuance of DoS Personal ID in accordance with paragraph 7.2.2.

Note: An employee whose negligence results in the loss or theft of a DoS Personal ID Card is subject to administrative action.

10. REISSUANCE DOS PERSONAL ID CARDS DUE TO INOPERABILITY/DAMAGE

In the event a cardholder's DoS Personal ID fails to operate, or becomes damaged, the cardholder should report to the DSIS office for a replacement. A DS-1838 is not required. The DSIS will re-verify clearances and building access suitability status before replacing the DoS Personal ID Card. DSIS will verify the cardholder's biometrics against the biometrics stored in the Identity Management System (IDMS) to include the applicant's fingerprints and photograph. Failure to match an applicant to the stored biometric will require the capture and submission of the applicant's fingerprints to the Federal Bureau of Investigation to conduct a National Criminal Fingerprint History check and favorable adjudication of the check before reissuing the credential.

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11. REISSUANCE OF DOS PERSONAL ID CARDS DUE TO A CHANGE IN PERSONAL IDENTITY — NAME CHANGE OR CHANGE IN SECURITY CLEARANCE

- A. The Executive Office of the sponsoring bureau must request a replacement DoS Personal ID Card reflecting any change in clearance, employment status, or building access requirements.
- B. All HR and DS security databases must reflect the change as applicable.
- C. The DoS executive office responsible for the employee should complete a form DS-1838. The DS-1838 is valid for five business days after the date of the sponsor's signature.
- D. The employee should hand-carry the completed DS-1838, and proof of the change (legal court documentation) defining the required modification of the DoS Personal Identification for government employees to room B266 of the Harry S Truman building, telephone number (202) 647-0316; for contractor employees to Columbia Plaza, 520 23rd Street NW, Washington, DC, telephone number (202) 663-3093.
- E. The Applicant must also present two forms of identification per paragraph 4 of this document that also reflect the name change.
- F. DSIS will re-verify clearances and building access suitability status before replacing the DoS Personal ID Card.

12. USE, DISPLAY, AND PROTECTION OF DOS PERSONAL ID CARDS

DoS employees and contractor employees must adhere to all DoS regulations pertaining to the use, display, and protection of the DoS Personal ID Cards. 12 FAM 370 describes the proper use of DoS Personal ID. Improper use or unauthorized possession of DoS Personal ID Cards is subject to the penalties under 18 USC 499, 506, and 701 and the employee may be subject to other DoS administrative procedures.

13. REVOCATION PROCEDURES

The Bureau of Diplomatic Security may revoke a DoS Personal ID Card at any time in conjunction with additional information not discovered during the preliminary records check, a pending administrative decision, security risk, or other reasons to protect life, property, or information as indicated in Section IV of this document and 41 CFR 101-20.

A. U.S. government employees

- 1. The Executive Office or official requesting revocation of a DoS Personal ID Card must contact DS/DO/DFP during business hours, 7 a.m. through 5 p.m. EST, at (202) 647-0003. For emergency revocation during non-business hours, contact the Watch Commander at (202) 647-0099. It will be necessary to provide justification.
- 2. A memorandum addressed to the DFP Division Chief, Security Support Division (SSD) must follow within 24 hours of the initial contact. The memorandum must justify the revocation and the requesting official must make a recommendation as to the continuing status of the DoS Personal ID Card cardholder; that is, placement of the cardholder on a banned, never return list; or on a barred, may return after clearance by authorized authority.

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B. Contractor employees

1. The Contracting Officer Representative (COR), or Government Technical Monitor (GTM) requesting revocation of a DoS Personal ID Card must contact DS/DO/DFP during business hours, 7 a.m. through 5 p.m. EST, at (202) 647-0003. For emergent revocation during non-business hours, contact the Watch Commander at (202) 647-0099. It will be necessary to provide justification.
2. A memorandum addressed to the DFP Division Chief, Security Support Division (SSD) must follow within 24 hours of initial contact. The memorandum must justify the revocation and the requesting official must make a recommendation as to the continuing status of the DoS Personal ID Card cardholder; that is, placement of the cardholder on a banned, never return list; or on a barred, may return after clearance by authorized authority.

14. DOS PERSONAL IDENTIFICATION CARD RETURN PROCEDURES

A. Government employee assigned to the Washington metropolitan area

1. Employees must execute the checkout sheet provided by the Executive Office — Personnel Section of their assigned Bureau. Upon completion of the checkout sheet, the Bureau Executive Office will take possession of the employee's DoS Personal ID Card. The Executive Office will have the employee sign a Separation Statement (OF-109) in their presence. The Executive Office will then attach the DoS Personal ID Card to the OF-109 and forward them to the Program Manager, DS Office of Domestic Operations, Security Support Division, Systems Operations Branch (DS/DO/DFP/SO), Main State, Room B237, telephone 202-647-4418. The Executive Office must forward the DoS Personal ID Card in an expeditious manner to ensure the card is properly read out of the automated system.

B. Contractor employee assigned to the Washington metropolitan area

1. Contractor Employees must return their DoS Personal ID Card to the COR, GTM, or Unit Security Officer. The COR, GTM, or Unit Security Officer will take possession of the contractor employee's DoS Personal ID Card and attach a memorandum stating the contractor employee's name, company name, contract number, and circumstances for return of the card and forward them to the Program Manager, DS Office of Domestic Operations, Security Support Division, Systems Operations Branch (DS/DO/DFP/SO), Main State, Room B237, telephone 202-647-4418. The COR, GTM, or Unit Security Officer must forward the DoS Personal ID Card in an expeditious manner to ensure the card is properly read out of the automated system.

C. Return of DoS Personal ID Cards for government/contractor employees assigned outside of the Washington metropolitan area

1. The Executive Office, COR, GTM, or Unit Security Officer must follow the procedures in paragraphs 14 A and B.
2. The Executive Office, COR, GTM, or Unit Security Officer must return the DoS Personal ID Cards by registered mail to the Program Manager, Systems Operations Branch (DS/DO/DFP/SSD), U.S. Department of State, Room B237, telephone 202-647-4418, 2201 C Street NW, Washington DC 20520.

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- D. In the event an employee departs without relinquishing their DoS Personal ID Card, notify the Systems Operations Branch immediately.
- E. Failure to surrender DoS Personal ID Cards to DSIS may result in adverse action against U.S. government employees, or denial of DoS Personal ID Cards for contracting companies or the individual contractor employee.

15. DENIAL AND NON-RENEWAL OF DOS PERSONAL ID CARDS

The Bureau of Diplomatic Security may deny, or revoke DoS Personal ID Card based on background information that indicates a threat to persons, information, or property at DoS facilities.

A. The criteria for denying issuance of DoS Personal ID Cards:

- 1. DS may refuse consideration to any person convicted within the last seven years of a Part 1 or Part 2 offense as described in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Handbook. See Attachment 4 for a list of these offenses.
- 2. DS may refuse consideration of an applicant convicted of three or more Part 1 or Part 2 offenses regardless of time.
- 3. There is no time limit for homicide, crimes of violence (e.g., rape, robbery, assault with a deadly weapon), or drug trafficking convictions. Should an FBI record check reveal an arrest without a disposition, it is the responsibility of the applicant to obtain a certified court disposition from the respective jurisdiction prior to issuance of a DoS Personal ID Card.
- 4. DS may refuse issuance of a DoS Personal ID Card to an applicant who knowingly or intentionally provides false information and/or omits information on the original application forms.
- 5. DS may refuse issuance of a DoS Personal ID Card to any applicant who has not resided in the United States for at least seven years, or has not completed a successful background investigation. In addition, when applicable, DS may refuse issuance of a DoS Personal ID Card to an applicant unable to produce a valid Department of Homeland Security, Immigration and Customs Enforcement DHS/ICE Employment Authorization Document (EAD) Card or a DHS/ICE authorized stamp recorded in a valid foreign passport authorizing employment in the U.S.

16. PRIVACY ACT REQUEST FOR DOS SECURITY RECORDS

To request information under the Privacy Act for DoS Security records, submit a memorandum in writing that provides your name, birth date, place of birth, current mailing address, and signature to:

Office of Information Programs and Services
A/ISS/IPS/RL/RC
U. S. Department of State, SA-2
515 22nd Street, NW
Washington, DC 20522-6001

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17. OTHER ORGANIZATIONS' REQUIREMENTS

The following organizations must follow the requirements set forth in this manual. All aforementioned documents for government and contractor employees must pass through the applicant's agency security office for approval. These agencies must forward clearances to Diplomatic Security for processing prior to issuance of DoS Personal ID Cards.

- A. Broadcasting Board of Governors (BBG)
- B. Trade and Development Agency (USTA)
- C. Overseas Private Investment Corporation (OPIC)
- D. Office of Taiwan

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18. ATTACHMENT 1 — FORM I9, OMB NO. 1115-0136, EMPLOYMENT ELIGIBILITY VERIFICATION

LISTS OF ACCEPTABLE DOCUMENTS		
LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (<i>Form I-197</i>)
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

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**19. ATTACHMENT 2 — CONTRACTOR EMPLOYEE ISSUANCE PROCESS
MATRIX**

Contract Security Requirement	Location of Performance	DoS Access Requirements	Paragraph Reference
Cleared Contractors	All Domestic	Physical, Logical, or both	7.2.1. A. 7.2.1.1.
Cleared, or Public Trust Position Contractors (DoS conducts investigation)	All Domestic	Physical, Logical, or both	7.2.1. B. 7.2.1.2.
Uncleared Contractors	Domestic – Washington, DC Metro	Physical and Logical	7.2.2. A. 7.2.2.1.
Uncleared Contractors	Domestic – Non-Washington, DC Metro	Physical and Logical	7.2.2. B. 7.2.2.2.
Uncleared Contractors	Domestic – Washington, DC Metro	Physical only	7.2.2. C. 7.2.2.3.
Uncleared Contractors	Domestic – Non-Washington, DC Metro	Physical only	7.2.2. D. 7.2.2.4.
All Contractors traveling from domestic locations	Overseas Facilities	Physical, Logical, or both	7.2.3.

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20. ATTACHMENT 3 — ACCEPTABLE DEPARTMENT OF HOMELAND SECURITY CREDENTIALS

- A. Unexpired foreign passport with an I-551 stamp as follows: “Temporary Evidence of Lawful Admission, valid until ____ (date) _____. Employment authorized;”
- B. Unexpired Employment Authorization Document (I-766);
- C. Alien Registration Receipt Card (I-151);
- D. Alien Registration Receipt Card (I-551);
- E. Temporary Resident Card (I-688);
- F. Employment Authorization Card (I-688A, or I-688B);
- G. Unexpired Re-Entry Permit (I-327);
- H. Unexpired Refugee Travel Document (I-527); or
- I. Unexpired foreign passport with a valid Arrival-Departure Record (I-94 or I-94A).

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**21. ATTACHMENT 4 — FBI UNIFORM CRIME REPORTING HANDBOOK
OFFENSES**

A. Part I Offenses:

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-theft (except motor vehicle theft)
7. Motor Vehicle Theft
8. Arson

B. Part II Offenses

1. Other Assaults
2. Forgery and Counterfeiting
3. Fraud
4. Embezzlement
5. Stolen Property: Buying, Receiving, Possessing
6. Vandalism
7. Weapons: Carrying, Possessing, etc.
8. Prostitution and Commercialized Vice
9. Sex Offenses
10. Drug Abuse Violations
11. Gambling
12. Offenses Against the Family and Children
13. Driving Under the Influence
14. Liquor Laws
15. Drunkenness
16. Disorderly Conduct
17. Vagrancy
18. Suspicion